



Board of Aldermen Request for Action

MEETING DATE: 10/20/2026

DEPARTMENT: Administration

AGENDA ITEM: RES 1638, Adopting Changes to the Employee Handbook

REQUESTED BOARD ACTION

A motion to approve Resolution 1638, amending the Employee Handbook Section 12-7 Paid Parental Leave.

SUMMARY

In August 2024, the City of Smithville established Section 12-7, Paid Parental Leave, in the Employee Handbook. The City currently provides six weeks of paid parental leave to employees who meet the eligibility requirements of the Family and Medical Leave Act (FMLA). To qualify under FMLA, an employee must have worked for the City for at least 1,250 hours during the 12 months immediately preceding the birth of the employee's child or the placement of an adopted child in the employee's home. FMLA provides up to 12 weeks of unpaid leave; employees may use Paid Parental Leave and accrued leave concurrently with FMLA leave.

Following review by the Benefits Committee and the Board of Aldermen, staff recommends increasing the paid parental leave benefit from six weeks to 12 weeks. This change supports the City of Smithville's commitment to helping employees meet the demands of new parenthood. Providing paid time off gives qualifying employees time to nurture and bond with the newest member of their family, supports infant health and development, and increases the likelihood that employees will return to work.

In addition, staff recommends providing a prorated paid parental leave benefit to employees who do not meet the FMLA eligibility requirements. The benefit would be based on the employee's length of service as of the date of the child's birth or placement of an adopted child in the employee's home:

- 0-3 months: 3 weeks of Paid Parental Leave
- 4-6 months: 6 weeks of Paid Parental Leave
- 7-11 months: 9 weeks of Paid Parental Leave

If an employee qualifies for the Paid Parental Leave during the employee's introductory period, the introductory period will be extended by the length of the leave taken.

Section 12-7 is not intended to constitute a contract between the City and its employees or to create contractual rights for employees.

PREVIOUS ACTION

Establishment of the Paid Parental Leave Policy in August 2024.

POLICY OBJECTIVE

Adoption of the policy assists with ongoing employee recruitment and retention efforts.

FINANCIAL CONSIDERATIONS

The annual budget assumes a full-year of salary and benefit costs.

ATTACHMENTS

☐ Ordinance

☒ Resolution

☐ Staff Report

☐ Other:

☐ Contract

☐ Plans

☐ Minutes

RESOLUTION 1638

A RESOLUTION AMENDING THE CITY EMPLOYEE HANDBOOK TO SECTION 12-7 PAID PARENTAL LEAVE

WHEREAS The City of Smithville is committed to a culture that helps its employees meet the demands of new parenthood. The City believes that providing paid time off for qualifying employees who are new parents provides time to nurture and bond with the newest member of the family and is linked to better infant health and development and increases the likelihood employees will return to work.

WHEREAS with all other provisions of the City Employee Handbook, **SECTION 12-7** is not intended to be a contract between the City and its employees and does not create contractual rights for employees.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI, AS FOLLOWS:

THAT, Section 12-7 Paid Parental Leave of the City Employee Handbook is hereby amended to read as follows:

Section 12-7 Paid Parental Leave

The City of Smithville is committed to a culture that helps our employees meet the demands of new parenthood. The City believes that providing paid time off for qualifying employees who are new parents provides time to nurture and bond with the newest member of the family and is linked to better infant health and development and increases the likelihood employees will return to work. Therefore, it is City policy to provide up to twelve (12) weeks of the employee's average pay as Paid Parental Leave (PPL) to qualified Employees.

PPL amounts are determined based on time of service:

- *0-3 months of service: 3 weeks*
- *4-6 months of service: 6 weeks*
- *7-11 months of service: 9 weeks*
- *12 months or greater of service: 12 weeks*

Paid Parental Leave (PPL) will be subject to the following general requirements:

1. *Eligible employees are entitled to take PPL in the 12-month period immediately following the birth of the employee's child or the placement within the*

- employee's home of an adopted child based on the length of service with the City.*
- 2. If PPL occurs during the employee's Introductory Period, the Introductory Period will be extended by the amount of PPL taken during that period.*
 - 3. If both parents are City employees, each parent shall receive PPL, which may be taken concurrently, consecutively, or at different times.*
 - 4. All PPL must be completed within one year after the date of birth or placement.*
 - 5. Employees will be compensated at the employee's regular, base hourly rate of pay during the PPL.*
 - 6. An employee on PPL will continue to accrue sick and vacation leave at the employee's normal accrual rate.*
 - 7. If a holiday occurs during the employee's PPL, the employee will receive the holiday pay which shall not count toward the PPL usage.*
 - 8. An employee may take PPL intermittently, provided the leave is taken in no less than one-week (40 hour) increments.*
 - 9. If eligible for FMLA, all PPL leave taken shall reduce the total of eligible FMLA leave available by the amount of PPL taken.*
 - 10. All eligible accruals including PPL must be used prior to going into non-pay status.*

Human Resources will be responsible for the approval of all PPL requests. Employees must provide documentation to Human Resources.

If employee requests leave for a reason that the employee believes qualifies under this PPL policy, the employee must comply with all City and Human Resources policies and procedures.

If an employee timely returns from PPL and used the leave for the stated purpose, the employee will be reinstated to the same position held when leave began, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The following conduct is strictly prohibited in relation to PPL:

- Engaging in fraud, misrepresentation or providing false information to obtain leave.*
- Failure to comply with the employee's obligations in accordance with city policy.*
- Failure to timely return from the leave.*
- Any conduct which would disqualify the Employee from eligibility for FMLA leave.*

Employees who engage in such conduct will be subject to loss of benefits, denial, or termination of PPL, and discipline up to and including termination.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, on the 20th day of October 2026.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk